

Bharat Heavy Electricals Ltd

Electronics Division

Mysore Road, Bangalore – 560 026

Tender Document for

Hiring of AutoCAD drawing and plotting services for various SPV projects at BHEL EDN Mysore Road Bangalore-560026

Due date and time for tender document submission: 14 Aug 2015 before 1:00 PM

This tender document contains 7 pages

- 1) Cover page (this page) - 1 page
- 2) Notice Inviting Tender - 4 pages
- 3) Single Part bid - 2 pages

Documents to be submitted along with tender:

Offer shall be submitted in single part as below:

- i. Notice Inviting Tender
- ii. Price bid, which shall be filled up with price per drawing, individually for all sizes of drawings.
- iii. Offer shall be submitted in sealed envelope, identified by suitable noting written on the cover.

Note:

- 1) Tender document shall be addressed to Manager (SC&PV-RPD), BHEL, Electronics Division, Mysore Road, Bangalore 560026.
- 2) Tender document shall be dropped into the tender box marked as **“SC&PV” (Friday Box)**, located at reception area of BHEL-EDN, Bangalore or sent by courier.



ಪುನಮ್ ಮಿಶ್ರಾ, ಪ್ರಬಂಧಕ/ಎಸ್.ಪಿ.ವಿ.-ಆರ್.ಪಿ.ಡಿ.
PUNAM MISHRA, MANAGER/SC&PV-RPD
BHEL-EDN, MYSORE ROAD, BANGALORE - 560 026



BHARAT HEAVY ELECTRICALS LIMITED, ELECTRONICS DIVISION
MYSORE ROAD, BANGALORE-560026

DEPARTMENT: SC&PV

SECTION: RPD

Phone: 080-26998991

REF.TENDER ENQUIRY NO: **EDN: SCPV: RPD: DRG: 01 DATED: 08.08.2015**

NOTICE INVITING TENDER

1. TENDER NUMBER : EDN: SCPV: RPD: DRG: 01 DATED: 08.08.2015
2. NAME OF THE WORK : Hiring of AutoCAD drawing and plotting services for various SPV projects at BHEL EDN Mysore Road Bangalore – 560026
3. APPROXIMATE COST : 1.3 Lakhs
4. WORK COMPLETION : 3 months from the date of issue of work order for all the activities put together.
5. PAYMENT TERMS :
 1. On number and size of drawings successfully completed on a fortnightly basis certified by BHEL Engineer.
 2. No advance payment.
- Price variation clause (PVC) : NOT applicable.
6. EARNEST MONEY DEPOSIT : Not applicable.
7. SECURITY DEPOSIT (SD) : Not applicable.
8. LAST DATE AND TIME FOR THE SUBMISSION OF DULY FILLED IN TENDER DOCUMENT : BEFORE 1.00 PM ON 14.08.2015 (Friday)
9. PLACE OF SUBMISSION OF TENDER DOCUMENT : Tender document shall be dropped into the tender box marked as “**SC&PV**” (**FRIDAY Box**), located at the reception area of BHEL-EDN, Bangalore or sent by courier.
Tender to be addressed to:
Manager (SC&PV- RPD), NEB 5th Floor,
BHEL Electronics Division, Mysore Road,
Bangalore -560026.
10. DATE AND TIME FOR BID OPENING : At 1:30 PM ON 14.08.2015
11. PAN COPY : Submitted/Not submitted

NOTE: The Tenderer shall return the duly filled in Tender document after affixing signature on all pages.

ISSUED TO CONTRACTOR


ಪುನಮ್ ಮಿಶ್ರಾ, ಪ್ರಬಂಧಕ/ಎಲ.ವಿ. ಉಪ ವಿ.ವಿ.-ಆರ್.ವಿ.ವಿ.
PUNAM MISHRA, MANAGER/SC&PV-RPD
BHEL-EDN, MYSORE ROAD, BANGALORE - 560 026

CONTRACTOR

EMPLOYER



Bharat Heavy Electricals Limited
(ELECTRONICS DIVISION)
MYSORE ROAD, BANGALORE - 560 026.

INSTRUCTION TO TENDERERS

1. Sealed Tenders for the above noted work are hereby invited from contractors experienced in works of similar kind and magnitude.
2. Tenders should be addressed to the Manager (SC&PV- RPD), Electronics Division, Bharat Heavy Electricals Limited, Mysore Road, Bangalore – 560 026, super scribing the Tender reference, Name of Work and Name and Address of the Tenderer.
3. The local address of the Contractors, the name of the person to whom all the correspondence are to be addressed should be indicated, with telephone number (both office and residence).
4. All entries in tender documents should be in one ink. Eraser and over writing are not permitted. All cancellation and insertion should be duly signed by tenderer concerned with proper indication of the name designation and address of the person signing.
5. Tenderers shall fill in all the required particular in the blank space provided for this purpose in the tender documents and also sign in each and every page of the tender document including the drawings attached there to before submitting tender.
6. In case the rate quoted in figures differs from those quoted in words, the lower of the rates will be taken as the tendered rate and shall be binding on the tenderer.
7. In quoting rates, the tenderer are advised to take into account all factors including any fluctuations in market rates. No claim for enhanced rates will be entertained on this account after acceptance of the tender or during the tenure of the contract.
8. The rate quoted in the tender shall remain valid for a period of 3 months from the date of opening tender.
9. If in any case, the date of Tender Opening falls on holiday, the Tender will be opened on the next working day.
10. Unless the contractor whose tender is accepted signs contract agreement within fifteen days (15 days) of the date of the order directing him to do so.
11. The BHARAT HEAVY ELECTRICALS LIMITED reserve the right to reject any or all the tenders received or accept any tender or part thereof without assigning reason thereof.
12. Conditional and Unsigned tenders, tender containing absurd rates and amounts, tenders which are incomplete or otherwise considered defective, tenders which are not in accordance with the tender conditions laid down by the accepting officer and tenders not submitted in the prescribed forms are liable to be rejected.
13. Tenders submitted by the post should be sent by "Registered Post with acknowledgement due". These should be posted with due consideration of any delay in postal delivery. Tenders received after the due date of opening tenders are liable to be rejected.
14. The Contractors responsibility under this contract shall commence from date of receipt of the order or acceptance of tender.


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PUNAM MISHRA, Manager/SC&PV-RPD
BHEL-EDN, MYSORE ROAD, BANGALORE - 560 026

CONTRACTOR

EMPLOYER



15. If the tenderer deliberately gives wrong information on his tender, BHEL reserves the right to reject such tender at any stage.
16. Any covering letter and comments of the Contractor should be submitted in duplicate along with the offer.
17. Should a tenderer or contractor on the list of approved contractors have a relative or in the case of firm or Company of Contractors any of its shareholders relative is employed in the Electronics Division of Bharat Heavy Electricals Limited, Banalore-26, the authority inviting tenders shall be informed of this fact at the time of submission of the tender, failing which tender may be disqualified or if such fact subsequently come to light, the relevant provisions of the General Conditions of Contract will apply.
18. These 'INSTRUCTIONS TO TENDERERS' shall be deemed to form an integral part of the Contract agreement for the work to be entered into.
19. TDS on income tax will be deducted in line with provision of Income Tax Act 1969.

CONTRACTOR


ಪುನಮ್ ಮಿಶ್ರಾ, ಕೃಷಿ/ವಾ.ಕ.ಕ.ಪ.-ಆರ್.ಕ.ಪ.
पुनम मिश्रा, कृषि/एल.सी. एवं सी.पी.-आर.पी.डी.
PUNAM MISHRA, MANAGER/SC&PV-RPD
BHEL-EDN, MYSORE ROAD, BANGALORE - 560 026

EMPLOYER



FORM OF TENDER

Having examined the invitation to bid, Instructions to tenderers, we the undersigned, offer to complete the work in conformity with the said bid documents on the terms and conditions and under the provisions set out or called for in the contract documents at the rates listed in the schedule of unit prices or else wherein the contract documents.

We undertake if our bid is accepted, to commence the works within 7 days from the date of issue of award and to complete and delivery the whole of the works comprised in the contract as per the time schedule agreed to the contract document.

We agree to abide by this bid for the period of three months from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before expiry of the period.

Until and unless a formal agreement is prepared and executed this bid, together with your award thereof shall constitute a binding contract between us.

CONTRACTOR


पुनम मिश्रा, प्रबंधक/एल.सी. एवं पी.वी.-आर.पी.डी.
PUNAM MISHRA, MANAGER/SC&PV-RPD
BHEL-EDN, MYSORE ROAD, BANGALORE - 560 026

EMPLOYER

SINGLE PART BID (To be furnished by the Bidders)

1. NAME OF THE CONTRACTOR :
2. ADDRESS
(A) OFFICE :
.....
.....
TEL.PH NO :
(B) RESIDENCE :
.....
TEL.PH NO :
E-Mail :
3. QUALIFICATION :
4. STAFF STRENGTH :
(A) TECHNICAL :
(B) GENERAL :
5. PLANT/EQUIPMENTS :
6. a) SCOPE OF WORK : UNDERSTOOD/ NOT UNDERSTOOD
b) ACCEPT TO EXECUTE IN TOTAL : YES/ NO
7. EMD PARTICULARS : **Not applicable**
(A) CASH : -
(B) DEMAND DRAFT : -
8. WHETHER REGISTERED WITH GOVT. AGENCIES SUCH AS CPWD/STATE PWD/MES/RAILWAY/OTHER PUBLIC SECTOR UNDERTAKING ETC., : **Not applicable**
9. BHEL'S PAYMENT TERMS : ACCEPTABLE / NOT ACCEPTABLE
10. PAN card copy submitted : YES / NO

CONTRACTOR


ಪುನಮ್ ಮಿಶ್ರಾ, ಪ್ರಕರಣ/ಎಂ.ಸಿ. -ಆರ್.ಪಿ.ಡಿ.
PUNAM MISHRA, MANAGER/SC&PV-RPD
BHEL-EDN, MYSORE ROAD, BANGALORE - 560 026

EMPLOYER

11. Price (exclusive of service tax) details:

Size	No. of drawing per quarter	Unit rate for drafting (Rs.)	Unit rate for plotting (Rs.)
A0	25		
A1	25		
A2	20		
A3	100		
A4	50		
Subtotal			
Total			

Total Value in Words (Exclusive of service tax):

CONTRACTOR


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EMPLOYER